



## CITY OF BROKEN ARROW

### APPLICATION FOR TELECOMMUNICATION TOWER SPECIFIC USE PERMIT

Application is hereby made to the Broken Arrow Planning Commission to consider a recommendation to the City Council of the City of Broken Arrow, Oklahoma, for a Specific Use Permit for a tower, on the following described property:

*City Staff to complete this section*

Case Number: \_\_\_\_\_

Dev. Number: \_\_\_\_\_

Legal description of Tract (May be attached): \_\_\_\_\_

**The applicant must furnish a complete site plan, showing the subject tract and its surrounding property. The site plan shall include all improvements, including fencing, landscaping, easements, access, etc. (See guidelines on The Fact Sheet for Specific Use Permits for Telecommunication Towers)**

Is a public hearing required for this application? ☐ Yes ☐ No If yes, see guidelines on back

Tract Acreage: 1.) Tower Site: \_\_\_\_\_ 2.) Entire Property: \_\_\_\_\_

Tower Height: \_\_\_\_\_ Distance of tower from adjacent residential lot boundaries: \_\_\_\_\_

General Location/Address: \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_ County Parcel/ Number: \_\_\_\_\_

Zoning Existing: \_\_\_\_\_ Name of plat where property is located: \_\_\_\_\_

Is the property in the floodplain? ☐ Yes ☐ No Record Owner of Property: \_\_\_\_\_

Describe or attach any Private/Deed Restrictions on this property: \_\_\_\_\_

Name of Abstract Company Furnishing List of Property Owners: \_\_\_\_\_  
(If public hearing required.)

Applicant (Print): \_\_\_\_\_

Owner (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

*(If owner is different than applicant, owner must sign)*

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Zip: \_\_\_\_\_

FAX: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Total Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Planning Commission Hearing Date: \_\_\_\_\_

# FACT SHEET FOR SPECIFIC USE PERMITS FOR TELECOMMUNICATION TOWERS BROKEN ARROW, OKLAHOMA

(See: Zoning Ordinance #1560, Article VIII, Section 18 and Ordinance #2080)

1. Applicant must provide an inventory of all the existing towers or permits for other locations that are within 1/2 mile of the site applied for; said inventory will include specific information about the location, height and design of each tower. If the towers within the applicant's inventory have been designed for co-location, a description of the facilities and heights for the possibility of co-location shall be included with the inventory.
2. Applicant shall provide the description, identity and contact for the backhaul network provider who will serve the site.
3. Any inventory submitted of an engineering nature, whether civil, electrical or mechanical, shall be certified by a licensed, professional engineer.
4. Applicant shall submit a scaled site plan and scaled elevation view together with other supporting drawings, calculations, and documentation, all signed and sealed by appropriate licensed engineers or other appropriate professionals, showing the location and dimensions of all improvements proposed for the site. This information shall include existing and proposed topographical and planimetric drawings. A landscape plan shall also be included.
5. For applications that require a public hearing, applicant shall provide through a registered bonded Abstract Company or a licensed Title Insurance Company, a list of property owners and their mailing addresses within a 300' radius of the exterior of the tract. The original, certified copy of this list must accompany the application at the time of filing. The City will notify these property owners by mail.
6. A **filing fee of \$100.00 + postage (\$2.00 per property owner in 300' radius)** is due when the application is filed in the City Planning Department.
7. For applications that require a public hearing, the telecommunication tower application will constitute publication of a legal notice in a newspaper of general circulation in Broken Arrow **not less than 15 days**, but **not more than 30 days prior** to the public hearing established by the City Planning ) Department. Publication arrangements will be made by the City and the applicants will be billed directly.
8. Posting of signs on the property is required on public hearing telecommunication tower applications at least **20 days prior** to the public hearing. The City will post this sign.
9. The telecommunication tower Specific Use Permit will be considered by the Planning Commission for their recommendation and, if approved by that body, the permit will then be passed onto the City Council for final approval.
10. If the Planning Commission denies the petition, the applicant may appeal the Commission's decision to the City Council. For an appeal, the applicant must file a written request with the City manager's office for a hearing by the City Council, within 15 days from the date of the Planning Commission action. The filing fee for such an appeal is \$25.00.

Please contact Mark Ketchum, Communications System Manager at (918) 259-8630, for specific guidance. For further details, call the City of Broken Arrow, Community Development Coordinator at 259-8275 or Planning Department at 259-8412.